

The Organizational meeting of the Groveland Town Board was held on Thursday January 4, 2018 at the Town Hall.

Present: Bill Carman, Supervisor; Bill Devine, Town Councilman & Deputy Supervisor; Ron Niedermaier, Stephen Atterbury, Councilman

Absent: Amy Phelps, Councilwoman

Other Attendees: None

Supervisor called the meeting to order @ 7:38 p.m. He asked Councilman Atterbury to lead us in the pledge to the flag.

DISCUSSION POSITION APPOINTMENTS FOR 2018: These positions historically have not been advertised unless vacancies occur after appointments or training credits are not met. The Board took the following action:

RESOLUTION 1-2018 - APPOINTMENTS

WHEREAS, Section 27 of NYS Town Law provides that the town board shall hire employees and make such position appointments as needed to conduct the business of the town, now therefore be it RESOLVED, by the Groveland Town Board to make the following position appointments with terms indicated that all will sign the oath of office as required.

Appointments as follows:

Bill Devine, Deputy Supervisor term expires 12/31/18

Christine Lennington, Supervisor Secretary term expires 1/1/2018- 12/31/2018

Rick Sleggs, Zoning board member term effective – 1/1/2018 – 12/31/2022

Mitje Raschi, Planning board member term effective – 1/1/2018 – 12/31/2022

Chairmanship Planning – Seth Burnette - 1 year term expiring 12/31/18

Chairmanship ZBA – Courtney Burnette – 1 year term expiring 12/31/18

Farmland Advisory Committee Chairman– Ron Niedermaier 1 year term expiring 12/31/18

Farmland Advisory member – Planning & Zoning Chairman – 1 year term expiring 12/31/18

Fire Warden – Kevin Niedermaier - 1 year term expiring 12/31/18

Town Historian – David Carman– 1 year term expiring 12/31/8

Ron Maxwell – Code Enforcement Officer – 1 year term expiring 12/31/18

Kim Burgess – Deputy Town Clerk – term effective 1/1/18-12/31/2018

Kim Burgess – Code Enforcement secretary – Term effective 1/1/18 – 12/31/18

Terri Rider – Court Clerk effective term 1/1/18- 12/31/2018

Candice King – Court Clerk effective term 1/1/18 – 12/31/2018

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Devine and seconded by Councilman Atterbury and the results were carried with 0 nay 4 ayes votes.

Other Acts by the Board

RESOLUTION 2-2017 UNDERTAKING BLANKET POLICY – The amounts do reflect our approved insurance policy. We had discussion during the renewal for coverage for deputy supervisor or secretary to the supervisor. All agreed since the secretary has access to checks and accounts to remove deputy and place the secretary on surety bond.

WHEREAS, the Town Supervisor, Town Clerk, Receiver of Taxes, Highway Superintendent, and Town Justices of the Town are required by law pursuant to Public Officers Law, Section 11(2) to an undertaking which shall remain in full force and effect until the expirations of their term of office, the termination of their employment, or the further resolution of this Town Board; and

WHEREAS, the Town Board by prior resolution (52-2017 Insurance Services) has determined it is more beneficial and economical to provide the undertakings by a blanketed bond; and NOW, THEREFORE RESOLVED, that all officers and/or employees of the Town will be bonded by a blanket bond in the amount of \$10,000 except that the following positions will carry additional surety bond in the amount of:

Court Clerk: \$20,000

Supervisor: \$150,000

Secretary Supervisor: \$150,000

Tax Collector \$125,000

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Atterbury and seconded by Councilman Niedermaier and the results were carried with 0 nays 4 aye votes.

RESOLUTION 3-2018 PROCUREMENT POLICY – annual review required. Our policy does include the piggyback law. No known law changes. Board wants all quotes in writing and want them to be attached to the vouchers to show they meet the policy and cannot be submitted to the board without it.

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every Town to adopt and review internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML 103, or any other law; and

WHEREAS, comments have been solicited from those Officers of the Town involved with procurement; and

RESOLVED that the Town of Groveland has reviewed said adopted policy and make no additional changes to the procurement policy that is intended to apply to all goods and services which are not required by law to be publicly bid.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Devine and seconded by Councilman Atterbury and the results were carried with 0 nays 4 aye votes.

RESOLUTION 4-2018 TO NAME/LIST IT TECH – We have utilized OnSite Computers - Tony Testa for several years and continues to meet our cost and availability. No rate change as still \$50 per hour.

WHEREAS this town board does hereby recognize the need for ongoing Computer support for town offices in conjunction with the Town Information Technology Policy to provide updates, user training and troubleshooting such potential needs; and

RESOLVED the Town name OnSite Computer Repair for all towns IT services and accept the contract dated December 01, 2017 for a 1 year term with a billable rate of \$50 per hour.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Atterbury and seconded by Councilman Niedermaier and the results were carried with 0 nays 4 aye.

RESOLUTION 5-2018 INVESTMENT POLICY – annual review required. Supervisor Carman doesn't see any major changes.

WHEREAS under General Municipal Law Section 39, this town board does hereby adopt a Town Investment Policy to invest public funds that will be reviewed annually by the Supervisor in a manner

which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Town; and
RESOLVED the Investments of the Town of Groveland shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Such Policy will be kept on file with the Town Clerk's.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Atterbury and seconded by Councilman Devine and the results were carried with 0 nays 4 aye votes.

RESOLUTION 6-2018 IT POLICY REVIEW – no changes.

WHEREAS pursuant to State Technology, Law, Section 208 this town board has reviewed the towns Information Technology Policy that covers a multitude of computer use, equipment, email and internet use, and breach notification policy to help ensure government compliance, foster positive employee relationships; and
RESOLVED this IT Policy will contribute to the overall success of the town in delivering services to the public effectively, efficiently and safely. Such Policy will be kept on file with the Town Clerk's.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Niedermaier and seconded by Councilman Atterbury and the results were carried with 0 nays 4 aye votes.

RESOLUTION 7-2018 PUBLIC ACCESS FOIL POLICY – The policy is required for open meetings law. No changes to the law.

WHEREAS pursuant to Public Officers Law, Section 89 this town board has reviewed the towns Public Access Foil Policy that covers information concerning the procedures by which records may be obtained; and
RESOLVED with the Public Access Foil policy designates the Town Clerk as the records access officer to be responsible for insuring appropriate agency response to public requests for access to records with the policy being on file in the Town Clerk's office.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Niedermaier and seconded by Councilman Atterbury and the results were carried with 0 nays 4 aye votes.

RESOLUTION 8-2018 EMPLOYEE HANDBOOK REVIEW – recommended this be reviewed annually. A full review and changes only to Section 802 Vacation Leave. Once changes are made a copy will be made and distributed to all employees.

WHEREAS this town board has reviewed the Handbook known as Town of Groveland Employee Handbook to help ensure government compliance, foster positive employee relationships; and
RESOLVED this Handbook will contribute to the overall success of the town in delivering services to the public effectively and efficiently. Such Handbook will reflect the changes and be kept on file with the Town Clerk's office.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Atterbury and seconded by Councilman Devine and the results were carried with 0 nays 4 aye votes.

RESOLUTION 9-2018 WORKPLACE POLICY – This policy was required by law and implemented in 2015; changes needed to the highway area per the Department of Labor review. A date needs to be set for the mandatory training as the Town Clerk will send out when a date is announced, along with updated policy for the training date.

WHEREAS to meet the requirements of New York State Labor Law Art. 2 §27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program this town board has reviewed the towns Workplace Violence Policy that is designed to identify the risks of workplace violence to which our employees could be exposed; and
RESOLVED with the Workplace Violence Program hereby designates the Town Clerk as the contact person along with the Highway Union Representative to be responsible for reporting and filing forms along with setting up training programs; such policy being on file in the Town Clerk’s office.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Atterbury and seconded by Councilman Devine and the results were carried with 0 nays 4 aye.

RESOLUTION 10-2018 OFFICIAL NEWSPAPER ADVERTISEMENT – Discussion: as Open Meeting Laws requires to place as much information to the website, but it does not replace the law to declare it to be used as an official publication. The Town Clerk does post what she can to the towns website on a regular basis. The Board took the following action:

WHEREAS, Section 64 of NYS Town Law may designate a newspaper regularly published in the town, now therefore be it
RESOLVED, that the Groveland Town Board make the Livingston County News as its official publication.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Atterbury and seconded by Councilman Devine and the results were carried with 0 nays 4 aye votes.

RESOLTUION 11-2018 CREDIT CARD USERS –The use of having credit cards is to expedite regular business that accounts cannot set up direct billing. The Board took the following action:

WHEREAS, all credit card purchases must be submitted with a tax exempt and with a receipt attached to a voucher for payment, and
WHEREAS, any employee making an unauthorized credit card purchase will be required to make restitution to the Town within 10 days, and
WHEREAS, the use of each purchase must meet within the adopted budget, now therefore be it
RESOLVED, by the Groveland Town Board to make the following list of cards and users as follows:

| <u>Wal-Mart/Sam's Club:</u> | <u>Five Star -Visa:</u> | <u>Wegman's - \$500 limit</u> |
|------------------------------------|--------------------------------|--------------------------------------|
| Jim Love | Jim Love | Sandra Bean |
| Sandra Bean | William Carman | Extra card –Town Clerk office |
| Extra card-Town Clerk office | Sandra Bean | |

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Niedermaier and seconded by Councilman Atterbury and the results were carried with 0 nays 4 aye votes.

RESOLTUION 12-2018 DESIGNATING OFFICIAL BANKS – Town Clerk reported she has checked with all departments with accounts and they wish to maintain banks; Justices utilize Steuben Trust,

Town Clerk with Five Star Bank along with the Supervisor. He has obtained pledges from Five Star accounts to cover his accounts that will exceed the FDIC limits of \$250,000.

WHEREAS, Section 64 of NYS Town Law provides that the town board shall designate the official bank of the town, and

WHEREAS, the following banks institutions as desired by town offices to serve as the official banks of the Town of Groveland for the year 2018 as Five Star Bank and Steuben Trust, and

WHEREAS, both banks have provided adequate proof of FDIC protection to cover Justice, Town Clerk, Tax Collector and Supervisor town bank accounts; and

WHEREAS, with Five Star Bank providing pledges to cover collateral over the \$250,000 FDIC; therefore be it

RESOLVED, that the Groveland Town Board does hereby designate the following banking institutions as the official banks of the Town of Groveland for the year 2018 as Five Star Bank and Steuben Trust banks both banks have provided adequate proof of FDIC protection to cover Justice, Town Clerk, Tax Collector and Supervisor town bank accounts.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Niedermaier and seconded by Councilman Atterbury and the results were carried with 0 nays 4 aye.

RESOLUTION 13-2018 ACCOUNTING CONTRACT – It is the Supervisor Carman’s desire to continue utilizing LaDelfa, Schoder & Walker as the official accountant; they have provided improved accountability. Contract matches the budgeted amount.

WHEREAS the Town Board has met at the time and place at its organizational meeting the town board has reviewed the 2018 contract and accepted the bid with LaDelfa, Schoder & Walker Associates and Payroll Services contract now therefore be it;

RESOLVED this Town Board does hereby accept the Bookkeeping and Payroll Services contract as written of \$11,600 for bookkeeping services & payroll services.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Devine and seconded by Councilman Atterbury and the results were carried with 0 nays 3 aye. Carman abstained per his Disclosure form.

RESOLTUION 14-2018 NEWSLETTER – Supervisor Carman would like to continue publishing at a newsletter if time allows him. He is willing to continue if the board feels worth doing and may do more if the budgets allow.

WHEREAS, the newsletter has been helpful to the public, now therefore be it

RESOLVED, Groveland Town Board authorizes Supervisor William E. Carman to continue the town newsletter that reflects the approved 2018 budget line in communications.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Niedermaier and seconded by Councilman Devine and the results were carried with 0 nays 4 aye votes.

RESOLUTION 15-2018 MIELAGE RATE REIMBURSEMENT – Supervisor stated we have followed the Federal IRS rates which ended in 2017 at 53.5 cents per mile. Effective January 1, 2018the mileage rate goes down to 54.5 cents per mile. Any reimbursement has to meet the vehicle use policy stated in the employee handbook.

RESOLVED, the Groveland Town Board accepts the mileage reimbursement rate to be used by Town of Groveland employees in conjunction with the Vehicle Use Policy listed in the Employee Handbook and the rate to remain consistent with IRS recommendations as they are subject to change throughout the year.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Atterbury and seconded by Councilman Niedermaier and the results were carried with 0 nays 4 aye votes.

RESOLUTION 16-2018 – ADVANCE PAYMENT – PREPAIDS – Same ones as before. The law does not cover Health Insurance premiums but feel it is detrimental to its staff not to default on.

WHEREAS, Pursuant to Town Law Section 118 (2) to authorize the payment in advance of audit of claims for public utility services, which includes fuel oil by specific definition, postage, freight and express charges. All such claims shall be presented at the next regular meeting for Audit; and

WHEREAS, this board also recognizes the need to do advance payments for the Health Insurance coverage; and

RESOLVED, the listed above prepaids will contribute to the overall success of the town in delivering services to the public and its employees effectively and efficiently. The health and welfare of its employees are important to the everyday flow.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Atterbury and seconded by Councilman Niedermaier and the results were carried with 0 nays 4 aye votes.

RESOLUTION 17-2018 NYS RETIREMENT STANDARD WORK CREDITED HOURS – newly elected must fill out calendars and those reelected should review and recertify. If any new or recertifying at the first regular meeting held after the first 180 days of a new term or whenever a new elected or appointed office is established. The secretary or clerk of the governing board must publicly post the resolution for at least 30 days after adoption, which will be in June. It can be any number between 6 and 8 example 6.25 hours.

WHEREAS, this standard will not effect the actual hours worked by employees; and

WHEREAS, the standard for each position has to be a minimum of (6) six hours and no more than (8) eight hours; and

WHEREAS, the Groveland Town Board has set the standard retirement workday per position, now therefore be it,

RESOLVED, the following hours for retirement system is set as the standard work hours for each position, the list is established for retirement purposes only

| <u>Position</u> | <u>Standard Retirement Hours</u> |
|---------------------------|----------------------------------|
| M.E.O. | 8 |
| Temp or Part-time Highway | 6 |
| Clerk to the Town Justice | 7 |
| Court Clerk | 6 |
| Town Board Councilman | 6 |
| Highway Superintendent | 8 |
| Town Clerk | 6.5 |
| Supervisor | 6 |

| | |
|---------------------------------|---|
| Town Justice | 6 |
| Zoning/Code Enforcement Officer | 6 |
| Assessor | 6 |
| Attorney | 6 |
| Deputy Supervisor | 6 |
| Clerk/Secretary-Part-time | 6 |
| Planning/ZBA members | 6 |

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Devine and seconded by Councilman Atterbury and the results were carried with 0 nays 4 aye.

RESOLTUION 18-2018 ADOPT A FEE SCHEDULE – fee schedule is for General Office, Code and Cemetery transactions. Most recommendations come from Code Enforcement Officer, Ron Maxwell. There were no recommendations for any changes. Cemetery contract comes up in March and could see changes in that area around that time.

RESOLVED, the Groveland Town Board adopts the 2018 Fee Schedule as follows:

Code Enforcement Fee Schedule for Building & Zoning Permits, & Applications

Large Commercial Non Agricultural Impact Process Fee - \$150+ any applications fees

1. Single Family Dwelling .20/sqft min. \$50.00
2. Multiple Family Dwelling .20/sqft min. \$50.00
3. Additions – as per occupancy
4. Alterations – as per occupancy
5. Basement, Foundation, Crawl Space, only \$50.00
6. Plumbing or Electric Permit \$50.00
7. Garage – Attached or Detached .10/sqft min. \$25.00
8. Porch & Deck .10/sqft min. \$25.00
9. Accessory Building .10/sqft min. \$25.00
10. Agriculture Building \$25.00
11. Chimney; Fireplace; woodstove; Gas appliances, Generator \$30.00
12. Sign Permit \$25.00 res. \$50.00
bus.
13. Pools \$30.00 decks not
incl.
14. Demolition \$25.00
15. Commercial – Assembly, Business, Institutional & Mercantile .20sqft min. \$25.00
16. Soil Erosion Permit – with other permits \$5.00 w/ permits
17. Soil Erosion Permit w/o other permits \$25.00
18. Flood Permit \$5.00
19. Zoning Application – when building permit not required \$25.00
20. Fuel Tank Removal – per tank \$25.00 up to 500 gal.
\$50.00 up to 5000 g.
\$75.00 over 5000 gal
21. Renewal of Permits – up to 2 renewals \$25.00 each
22. Temporary Certificate of Occupancy \$25.00 – 1st
\$50.00 – 2nd
\$75.00 – 3rd
23. Visual Certificate of Completion/ Placards \$50.00
24. Work without a Permit \$30.00

| | |
|--|--|
| 25. Amended Permit Fee | .20/sqft min \$25.00 |
| 26. Site Plan Applications – residential | \$50.00 |
| 27. Site Plan Application – all but residential | \$75.00 |
| 28. Subdivision- Minor – up to 4 lots | \$50.00 + \$10 each lot |
| 29. Subdivision- Major – 4 or more lots | \$100.00 + \$10 each lot |
| 30. Wind Tower Applications | \$ 75.00 Residential/tower \$150.00 Comm/tower |
| 31. Solar Farm – Commercial | \$150.00 |
| 32. Special Use & Variance Applications | \$ 35.00 |
| 33. Large Commercial Non Agricultural Impact Process Fee | \$150+ App. Fees |
| 34. Fire Inspections | \$ 50.00 Missed Appt. |
| 35. Attorney/Engineer Fees – reimbursable | Cost to town per contract w/applicable applications |
| 36. Assessable/Handicap Ramps | variance/Permit fee waived |
| 37. Return Dishonored Check Fee | \$ 20.00 |
| 38. Dog Replacement Tag | \$12.00 |
| 39. Highway Permit – Road digging | \$100.00 |

Cemetery Fees:

| | |
|---------------------------------|---|
| Purchase of single plot/grave | \$ 500 |
| Open/Close for single burial | \$ 425 +\$150 Sunday/Holiday |
| Open/Close for single cremation | \$ 225 +\$150 Sunday/Holiday |
| Foundation Installation Cost | \$ 23.00 /cubic ft. min. of \$175.00 |

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Atterbury and seconded by Councilman Devine and the results were carried with 0 nays 4 aye votes.

RESOLUTION 19-2018 POLICY ON PUBLIC ADDRESSING THE BOARD – Town Clerk reported Town Law states it is the Supervisor’s responsibility to set the agenda and is recommended by the Department of State to set a policy. Supervisor stated we have never turned anyone away but if ever an agenda that prompts business meeting flow or controversy this would be reasonable.

WHEREAS, the Town Supervisor shall preside over all meetings of the Groveland Town Board, preserve order and decorum during its sessions and decide all questions of order, and

WHEREAS, anyone wishing to address the board will be granted, and

WHEREAS, if ever an agenda that prompts business meeting flow or controversy this would be reasonable to set three minute time limits to keep the meeting productive, and

WHEREAS, the privilege must be scheduled in advance through the Town Supervisor, if handouts are part of privilege of the floor, handouts must be given no later than noon on the day of scheduled meeting, now therefore be it

RESOLVED, a response may not be given at the meeting and may require a written response by the Town Board or Town’s Attorney if deemed necessary.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Devine and seconded by Councilman Atterbury and the results were carried with 0 nays 4 aye votes.

RESOLUTION 20-2018 TRAVEL & OFFICIAL BUSINESS POLICY –The Employee Handbook does not address in full detail; no known changes except for mileage rates.

WHEREAS, Section 77-c of NYS General Municipal Law whenever a municipality is authorized or required to reimburse its officers, employees, or the volunteer members or officers of the fire department of the municipality, for their actual and necessary expenses for meals in conjunction with travel on official business, the governing board of such municipality may determine by resolution to allow and pay a reasonable per diem allowance for meals in lieu of such actual and necessary expenses, and

RESOLVED, Groveland Town Board has reviewed the Travel & Official Business Policy. Such policy will be kept in the Town Clerk's office.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Niedermaier and seconded by Councilman Atterbury and the results were carried with 0 nays 4 aye votes.

RESOLUTION 21-2018 ENGINEER CONTRACT – Supervisor is in receipt of a renewal contract from Clough Harbour as they bill only for services utilized and have served us well in the past.

WHEREAS the Town Board has met at the time and place at its organizational meeting the town board has reviewed the proposed 2018 Clough Harbour, LLC Engineering contract now therefore be it;

RESOLVED this Town Board does hereby accept the Clough Harbour, LLC Engineering contract as written with billing only as services are utilized and authorizes Supervisor Carman to sign the agreement.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Niedermaier and seconded by Councilman Atterbury and the results were carried with 0 nays 4 aye votes.

RESOLUTION 22-2018 – TOWN ATTORNEY – This position is an independent contract and have utilized David DiMatteo Attorney's office located in Perry NY and like their service. In addition to using their office we are members of the Association of Towns which should be utilized when it can be for legal or research to keep cost down.

WHEREAS the Town Board has met at the time and place at its organizational meeting the town board has reviewed the proposed 2018 Attorney for the Town; and

WHEREAS, the contract is desirous of procuring legal service for the town as a needed basis as stated in the contract such services; and now therefore be it;

RESOLVED this Town Board does hereby accept the Retainer agreement with Law Office of David M. DiMatteo and authorizes Supervisor Carman to sign the agreement.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman - Niedermaier and seconded by Councilman Atterbury and the results were carried with 0 nays 4 aye votes.

RESOLUTION 23-2018 MEETING DATES – the board discussed that the 7:30 p.m. still works for everyone. Town Clerk will notify all departments and run this notice in the newspaper along with placing it on the town's website.

WHEREAS, NYS Town Law requires that the town boards of towns of the second class meet periodically to accomplish certain matters such as auditing claims, and

WHEREAS, NYS Open Meeting Law and Public Officers Law both require that reasonable effort be made to hold such meeting in facilities that permit barrier free access for the physically handicapped, now therefore be it,

RESOLVED, that all regular meetings of the Groveland Town Board, throughout the year 2018 will be held at 7:30 p.m. in the Town Hall of Groveland located at 4955 Aten Road with the following schedule:

| | |
|--|-------------------------------------|
| THURSDAY – JANUARY 4, 2018 | THURSDAY - July 12, 2018 |
| THURSDAY - January 11, 2018 | THURSDAY - August 9, 2018 |
| THURSDAY - February 8, 2018 | THURSDAY - September 13, 2018 |
| THURSDAY - March 8, 2018 | THURSDAY - October 11, 2018 |
| THURSDAY - April 12, 2018 | THURSDAY - November 8, 2018 |
| THURSDAY - May 10, 2018 | THURSDAY - December 13, 2018 |
| THURSDAY - June 14, 2018 | THURSDAY - December 27, 2018 |
| **THURSDAY - January 3, 2019- Organizational – 7:30 P.M. | |
| **THURSDAY - January 10, 2019- Tentative regular meeting | |

PLANNING BOARD: will meet on the following dates in the Town Hall, 4955 Aten Road, Groveland at 7:30 P.M. **PLEASE NOTE:** Any new business to come before the Board has to be given to the Town Clerk at least **ten days** before the scheduled meeting.

| | |
|----------------------------|-----------------------------|
| MONDAY - January 22, 2018 | MONDAY - July 23, 2018 |
| MONDAY - February 26, 2018 | MONDAY - August 27, 2018 |
| MONDAY - March 26, 2018 | MONDAY - September 24, 2018 |
| MONDAY - April 23, 2018 | MONDAY - October 22, 2018 |
| TUESDAY - May 29, 2018 | MONDAY - November 26, 2018 |
| MONDAY - June 25, 2018 | |

ZONING BOARD OF APPEALS: Meets on the “third” Monday of each month at 7:00 PM “as needed.” **PLEASE NOTE:** Any new business that comes before this Board has to be given to the Town Clerk the **Friday at least four** weeks before the next scheduled hearing. A Public hearing Notice will be published for each required meeting.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Atterbury and seconded by Councilman Devine and the results were carried with 0 nays 4 aye.

RESOLUTION 24-2018 ADOPT COMPENSATION SCHEDULE – Proposed scheduled was prepared in line with the approved 2018 budget. The hourly employees have to be announced at this meeting.

WHEREAS, Section 27 of NYS Town Law provides that the town shall fix, from time to time, the compensation of all officers and employees of the town and determine when the same shall be payable, and

WHEREAS, the Groveland Town Board has determined that it is appropriate and timely to set such compensations at the yearly organizational meeting, now, therefore be it

RESOLVED, that the Groveland Town Board does hereby adopt the following compensation schedule for year 2018.

Organizational Salaries Chart: 2018- Town of Groveland

| Name | Office | Annual | Disbursed | | |
|----------------------|------------------------|---------------|------------------|----------------|----------------|
| | | Salary | Yearly | Monthly | Bi/wkly |
| Bill Carman | Supervisor | 5,000 | | | x |
| Christine Lennington | Supervisor Secretary | 5,000 | | | x |
| Sandra Bean | Town Clerk/Collector | 19,156 | | | x |
| Kimberly Burgess | Deputy Clerk/Collector | 13.35/hr. | | | x |
| Craig Phelps | Town Councilman | 1,200 | Quarterly | | |
| John Driscoll | Town Councilman | 1,200 | Quarterly | | |
| William Devine | Town Councilman | 1,200 | Quarterly | | |
| Steve Atterbury | Town Councilman | 1,200 | Quarterly | | |

January 4, 2018

| | | | | | |
|---|--|---------------|-----------|--------------------------------------|---|
| Jenean Love | Town Justice | 9,017.50 | | x | |
| David Livingston | Town Justice | 9,017.50 | | x | |
| James Love | Highway Superintendent | 57,461 | | | x |
| Hwy MEO -FT | Hourly Wage (as set forth in contract) | | | | x |
| Hwy MEO - PT | MEO part time | \$17.00 | | | x |
| Highway Dept. | Part-time employee | 13.25/hr. | | | x |
| David Carman | Town Historian | 100 | x | | |
| FLDDSO-OPWDD | Cleaning Services | 137.28 | | x billed | |
| Sandra Bean | Registrar | 350 | x | | |
| Ron Maxwell | Addressing Official | \$35/new add. | | By voucher | |
| Ron Maxwell | Zoning/Code Officer | 14,420 | | | x |
| Kimberly Burgess | Cemetery Sexton | 250 | x | | |
| Kimberly Burgess | Safety Insp. Sec. | 13.35/hr. | | | x |
| Terri Rider | Court Clerk | 15.59/hr. | | | x |
| Candice King | Asst. Court Clerk | 12.98/hr. | | | x |
| Bill Carman | Budget Officer | 100 | x | | |
| Bill Devine | Deputy Supervisor | 309 | x | | |
| LaDelfa-Walker | Accountant - Payroll | 11,600 | Quarterly | | |
| Seth Burnette | Planning Board, Chairman | 300 | x | | |
| Fred Ingalls, Jr. | Planning Board | 250 | x | | |
| Roxanne Adamson | Planning Board, Alternate | 250 | x | | |
| Randy Clymo | Planning Board | 250 | x | | |
| Kathy Gurak | Planning Board | 250 | x | | |
| Jodi Beyer | Secretary to Plan & Zoning Board | 13.25/hr. | | by voucher | |
| Courtney Burnette | Board of Appeals, Chairman | 300 | x | | |
| Pattie Johnston | Board of Appeals | 250 | x | | |
| Phil Livingston, Jr. | Board of Appeals, Alternate | 250 | x | | |
| William Magee | Board of Appeals | 250 | x | | |
| Peter Dolan | Board of Appeals, | 250 | x | | |
| Rick Sleggs | Board of Appeals | 250 | x | | |
| Eric Zeller Doug Meyer Bruce Dehm | Board of Assessment | 50 | x | plus mileage & \$10.00/hr for school | |

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Niedermaier and seconded by Councilman Devine and the results were carried with 0 nays 4 aye votes.

RESOLUTION 25-2018 - EOP/GOP/ HAZARDOUS MATERIALS – Town Clerk will provide finalized copies once updated electrician and plumber are with 1 certified copies for the Supervisor to turn into the county and one to each department and board member.

WHEREAS, Section 23 of the NYS Executive Law requires local government shall prepare emergency procedures in the event of a crisis, now therefore be it

RESOLVED, that the Groveland Town Board does hereby accept the 2018 updated General Operating Procedure, Hazardous Materials and Emergency Operating Procedure manuals with the updates.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Atterbury and seconded by Councilman Niedermaier and the results were carried with 0 nays 4 aye votes.

RESOLUTION 26-2018 TOWN HALL/OFFICE CLEANING SERVICES – This that and More continue to provide a nice service. Their rates were \$128 per week and proposed to \$137.28/week.

WHEREAS, the Groveland Town board has opted to renew the existing cleaning contract with This That and More Co.; now therefore be it

RESOLVED, the Groveland Town Board authorize Town Clerk, Sandra Bean to renew a one year contract expiring December 31, 2017 for weekly cleaning of \$137.28 to be an annual cost not to exceed \$1648 that reflects in the adopted budget.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Niedermaier and seconded by Councilman Devine and the results were carried with 0 nays 4 aye votes.

TOWN OF GENESEO ASSESSOR CONTRACT – Town of Geneseo has submitted an agreement with many changes. Board has reviewed. A jump from 937 parcels to 972; as no one knew where to get figures from and Tax collector gave the number of bills issued, and Augie provided 972 for this contract based on the 2017 assessment roll.

Board would like verify if truly an employee and see the roll showing number of parcels. Agreed to table to the next weeks regular meeting if all information is available by then.

Other Business:

Procedure Audits for Town Clerk, Tax Collection, and Supervisor & Justice - Supervisor stated they are required to be completed by January 20th of each year per NYS OSC as letters were received from our justices as well. Checklists for each department to be utilized. Supervisor Carman and Councilman Niedermaier will audit the court departments potentially on Wednesday 1/10/18. Councilman Devine and Councilman Atterbury will audit the Town Clerk/Tax Collection on 1/5/18 @ 9:00 a.m. The Supervisor audit will be done at the regular meeting on 1/12 /18.

NYS Retirement Calendars and/or recertification will be passed out to those required to fill out a 3 month calendar

Code of Ethics & Disclosure Forms – fill out/return 1/29/18– Required to fill out and list current conflicts even if not on vender list, required to list no change from previous year. Board completed during meeting.

Communications/Reminders:

Supervisor Carman reminded the board the regular meeting is Thursday January 11, 2018 @ 7:30 p.m.

Supervisor Carman stated he attended the county organizational meeting Tuesday with a change in Chairman to Dave LeFeber and Deputy Chairman Denis Mahus. Also, Harold Stewart was not reappointed to the Water Authority board as Chairman. Supervisor Deming is now the Chairman, who

is setting up a meeting with their engineer and us to look at all the potential water line extensions to help us apply for funding.

Supervisor spoke with Gallivan's office last week regarding the Dormitory Funds for our water fill station; they said of the \$66k applied for we are getting \$61k as they cannot fund an Intermunicipal agreement.

Councilman Atterbury will not be at next week's meeting.

Councilman Niedermaier inquired with the upcoming correctional facility expansions do we know if the new water line will be big enough. Supervisor Carman

Motion by Councilman Devine and seconded by Councilman Atterbury to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:42 p.m. The next meeting will be the regular monthly meeting to be held on Thursday January 11, 2018 @ 7:30 p.m. in the town hall.

January 4, 2018
Town of Groveland

Sandra L. Bean, Town Clerk